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WASHINGTON WORKFIRST

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December 27, 2004

TO: All WorkFirst Staff
                WorkFirst Service Providers

FROM: WorkFirst Sub 3 Members

SUBJECT: eJAS ENHANCEMENT - Employment Screen Hard Edit

Employment information for TANF / WorkFirst parents is captured in several places. In eJAS, this information is reflected on both the Component/Contractor/IRP Update screen based upon the component code and block of time, as well as the Active Employment screen based upon the employment record and total employment hours. In some cases, the information on these two screens does not match.

In an effort to ensure current employment information is updated accurately and timely on the Component and Employment screens for our WorkFirst parents, a number of new features will be available to users in the first part of January 2005.   **Notification will be posted on the eJAS welcome page two days prior to release.**

The new eJAS features are:

- When a DSHS or ESD user adds, modifies or closes an employment related component code (FT, PT, WE, CC), the system will direct the user to the Active Employment screen.
- From the Active Employment screen, the system will run a test to compare the block of time associated with the component code against the total active employment hours. If the component codes' block of time and employment hours do not match, a new pop-up message will display informing the user of the mismatch.
- The system will send an automated e-message to the DSHS Case Manager and/or DSHS Eligibility worker of record if another user updates the employment information of a TANF parent. Upon receipt of the e-message, the following actions need to be taken by field staff:
  - Case Managers should review the client's IRP requirements and verify they match with the component codes.
  - Eligibility Workers should review the pertinent ACES screens to verify the parent has current employment information in the system.

- The following two fields no longer require user input on the Employment Open/Change screen:
  - Insurance Code field, and
  - Job Code field.
- The following two fields now allow future dates on the Employment Open/Change screen:
  - Actual Start Date field, and
  - Termination Date field.

- ITD will produce a quarterly report identifying employment records with a mismatch between the employment related component codes and employment hours, and clients with active employment in excess of 60 hours per week.

- To allow WPLEX to provide post-employment services, staff should keep the employment related component codes (FT and PT) open for up to one year after the TANF cases closes unless the client is no longer working.

Please see the attached step-by-step guide for additional information regarding these changes.

If you have any questions, please contact Carmen Cook, WorkFirst Special Assistant at (360) 725-4508 or gutiercj@dshs.wa.gov.

New Screen Flow for Employment

When one or more of the employment-related components (FT, PT, WE, CC) are added, modified, or closed on the Component/Contractor/IRP Update screen for a TANF client and the "Update" button is selected, the DSHS and ESD users will be taken to the Active Employment screen.

The user should review the Active Employment Hours to verify they match the employment component(s) hours. Depending on the changes made to the Component/Contractor/IRP Update screen, the user may need to add, modify, or close an employment record.

When the user selects "Home" or "Main", the system will run a test to compare the employment component(s) hours against the total active employment hours.

If the total Active Employment Hours match the employment-related component(s) hours, the user will be taken to the Home or Main page.

If the total Active Employment Hours are not within the range for the employment-related component(s), the user will receive an error message:

> Total Active Employment Hours does not match the Employment Components (FT, PT, WE, CC) on the Component Screen. Hours need to be between XX-XX.

Microsoft Internet Explorer ☒

⚠ Total Active Employment Hours does not match the Employment Components (FT,PT,WE,CC) on the Component Screen. Hours need to be between 16-23.

OK
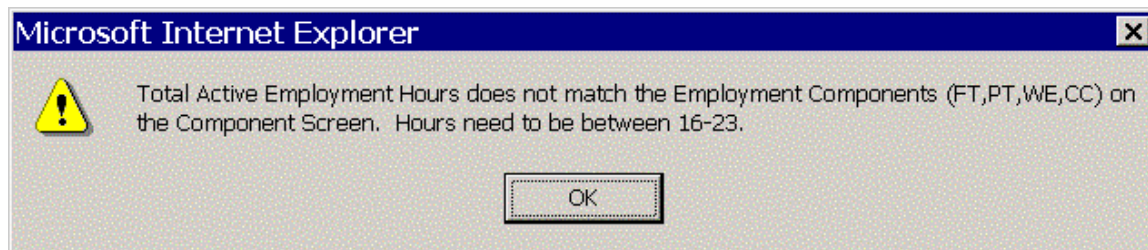
If all of the employment related components have been closed and the user is directed to the Active Employment Screen and does not close out the employment records…they will receive the following edit.

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⚠ No employment related component code exists, close active employment record(s).

OK
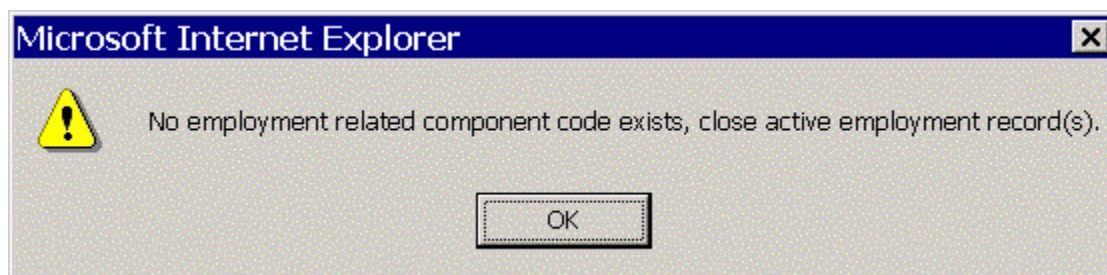
The user will need to close the Active Employment Record.

An eMessage will be automatically sent by the system to the DSHS Case Manager and/or DSHS Eligibility worker of record if another user updates the employment information of an open or pending TANF client.

If a user accesses the client demographic screen from the active employment screen, they will not have update capability and can only return back to the active employment screen.

The Case Manager should review the client's IRP requirements and verify they match the component codes.

The Eligibility Worker should review ACES to verify the employment information matches eJAS.